

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1503

FLSA: Non-Exempt

CLASSIFICATION TITLE: CREW SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the work of assigned crew for the safe and efficient completion of departmental functions, which may be related to parks, traffic control, custodial maintenance, street cleaning, or waste resources.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Prioritizes and assigns work orders to crews according to available resources and time.

Instructs and trains personnel on the proper, efficient, and safe usage of equipment; checks assigned equipment regularly for operational safety and ensures proper maintenance.

Completes and maintains various records and reports including human resource related documentation, accident reports, and others as necessary.

Inspects work sites for proper completion of assigned work.

Ensures set up of safe work zone, and ensures that personnel perform duties in compliance with safety policies and procedures, including OSHA safety regulations.

Requisitions new supplies and parts to replenish stock.

May perform assorted supervisory duties in the maintenance of assigned area(s) including overseeing daily operation of stream and waterworks, managing irrigation, collaborating with contractors and vendors, ensuring proper disposal of trash, and other related work.

May direct and assist with the completion of various Public Works functions such as operating front-end loader for collecting brush and trash on streets, loading brush and trash into brush trucks.

May supervise and participate in traffic-related operations which includes the marking and pre-marking of streets and parking lots, installation and replacement of flags and banners, fabrication of street and traffic signs, and operation of necessary equipment.

May manage and assist in custodial and maintenance services for assigned building(s) including monitoring daily functions, obtaining and distributing supplies and materials, ensuring completion of emergency repairs and special projects, and ensuring compliance with bids and requisitions.

May assist in the direction of street cleaning operations, which may include supervising crews operating vacuum trucks and ensuring right-of-way mowing is properly completed.

May supervise and perform work associated with parks/recreational facility maintenance projects; may include maintenance of athletic fields, playing surfaces, play grounds, and recreational facilities and equipment; may mix, use and dispose of chemicals; may coordinate setup of bleachers, picnic tables, and other equipment for events.

May supervise and perform work associated with grounds maintenance, which may include mowing/edging grass, cutting weeds, spreading seed, watering grounds, raking ground surfaces, applying fertilizer/pesticide, plowing/shoveling snow, or lifting/moving heavy materials.

May operate a variety of machinery, equipment and tools associated with projects and work activities as needed; plans and coordinates regular maintenance or necessary repairs.

May supervise and participate in waste resource-related functions which may include cleaning wetwells in pump stations, loading and unloading chlorine cylinders, assisting operators in removing units for services, changing air filters, cleaning screens and drains, cleaning chemical and sludge spills, coordinating disposal with landfill operations, and performing other duties related to plant maintenance.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving work crew supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May be required to possess and maintain a valid Tennessee driver's license or Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.